



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, AREA II, SUPPORT ACTIVITY
UNIT 15333
APO AP 96205-5333

IMKO-AB-HRA

7 February 2007

AREA II COMMAND POLICY #1-8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Alcohol and Drug Abuse Prevention Education for Soldiers

1. REFERENCE: AR 600-85, Army Substance Abuse Program (ASAP), 24 March 2006.

2. PURPOSE: This policy provides additional guidance and establishes responsibilities for conducting alcohol and drug abuse prevention education in Area II for Soldiers.

3. APPLICABILITY: This policy applies to all Area II tenant Unit Commanders and Unit Prevention Leaders (UPLs).

4. GENERAL:

a. Commanders of companies, detachments, and equivalent units will implement ASAP prevention and education initiatives to deter and reduce the abuse or misuse of alcohol and other drugs to the lowest possible level. Prevention education creates and fosters conditions that promote mission readiness and enhance the quality of life for the total Army.

b. The UPLs for all Army units are required by AR 600-85, to develop, coordinate, and deliver informed prevention education and training to their units.

c. To ensure soldiers in Area II are afforded the opportunity to receive the optimal exposure to prevention education training the following outlines training requirements to be effective beginning the first quarter of FY 07:

(1) Unit Commanders will ensure UPL's conduct one hour of training each quarter of the FY. Prevention education received during New Horizons can be counted toward accomplishing the quarterly requirement.

(2) Upon completion of the training the UPL will submit a memorandum that reflects; unit, number of assigned/present, title of class, name of provider, date and signature of the unit commander. The format for this memorandum is provided at Enclosure 1. A sign-in roster of attendees will also be provided. This is needed for ASAP to comply with reporting requirements at the Department of the Army level.

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(3) A copy of the required memorandum for reporting training, and lesson plans, slide presentations, and films for presenting prevention training are available by contacting the Area II Prevention Coordinator at 736-3289.

5. The proponent for this policy is the Area II Support Activity Army Substance Abuse Program (ASAP) at DSN 736-5187.

6. This policy will be effective immediately and will continue in effect until rescinded or modified by the Installation Commander.

Enclosure

1. Report Format Memorandum


RONALD C. STEPHENS
COL, SC
Commanding

DISTRIBUTION:

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNIT LETTERHEAD
UNIT XXXX
APO AP 96206-XXXX

(Unit's Office Symbol)

DATE

MEMORANDUM FOR Prevention Coordinator, Area II Army Substance Abuse Program, ATTN:
IMKO-AB-HRA, APO AP 96258-0707

SUBJECT: Drug and Alcohol Abuse Prevention Training

1. Reference AR600-85, Army Substance Abuse Program, dtd 24 March 2006, Chapter 2, Section II, Subparagraph 2-6.
2. This memo is to certify that IAW the above reference, unit alcohol and drug abuse prevention training was conducted on _____, as described below:
 - a. Unit: _____
 - b. Class Title: _____
 - c. Number Assigned/ Number Present: _____
 - d. Instructor: _____
 - e. Length of Class: _____
 - f. Commander was present (circle) Yes No
 - g. 1SG was present (circle) Yes No
3. A copy of this memorandum will be kept on file with the Unit Prevention Leader (UPL) for one year from the date of the class for Command Inspection Program review.

JOHN DOE
CPT, AVN
Commanding

NOTE: A copy of this memo with sign in roster must be provided to the Prevention Coordinator in the Area II ASAP Bldg 5216 next to the Collier Field House in order for the unit to receive credit for its training in the monthly MSC Commanders Report. A copy can be faxed to 736-5060

Enclosure 1